Personal Electronic Devices Policy

Rationale

The use in the general community of mobile phones, personal games consoles and portable music players has led to increased use of these devices by students. The school community feels these devices serve no real purpose for learning and, in fact, can become obstacles for learning in some cases. The school community supports the valid place of music in the lives of students, but not via the use of these devices whilst at school. Other concerns centre around –

1. theft of these devices
2. their connection to non-socialising behaviours
3. their potential impact on the learning culture of the school

The management of these devices is necessary, especially the impact that these devices have on lesson instruction and good order and management of the school.

Personal Technology Devices includes, but is not limited to, games devices (such as Portable gaming devices, Tamagotchis®, laptop computers, PDAs, SmartWatch, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, iPods® and devices of a similar nature

Purpose

The purpose of this document is to clearly outline the procedures for the use of personal electronic devices at school.

Relevance to Related Legislation and DETE Policy

LEGISLATION
• Education (General Provisions) Act 2006
• Education (General Provisions) Regulation 2006
• Invasion of Privacy Act 1971

RELEVANT POLICY
• SMS-PR-021: Statement of expectations for a disciplined school environment policy
• Safe, Supportive and Disciplined School Environment
• https://education.qld.gov.au/students/inclusive-education
• IFM-PR-010: Managing Electronic Identities and Identity Management
• SCM-PR-003: Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
• Temporary Removal of Student Property by School Staff

Operation of the Policy

STUDENT RESPONSIBILITIES

It is highly recommended that students do not bring personal electronic devices to school. Students that choose to bring personal electronic devices to school must accept complete responsibility for the security of these items and must abide by this policy. All student personal electronic devices are to be switched off and out of sight during classes.

Where these personal electronic devices are not being used in a teacher directed activity to enhance learning, student should only use them
• Before school
• After school
• During lunch breaks

These devices are NOT to be used during a lesson change as this slows the time student take to get to their next lesson.
During lesson time, students are to remove head phones and ensure that they are out of sight (ie in school bag)

Before school, at break times and after school, students are:
- to ensure that they lyrics that may be heard by staff members and other students is appropriate and respectful especially if music, video, etc is audible
- NOT encouraged to use portable (Bluetooth) speakers (during breaks)
- NOT to use school facilities to charge their personal listening devices.

If a student uses any type of personal electronic device or the device is not out of sight, the student will be directed by the teacher to take the device immediately to the Student Attendance Officer in the Administration Building, who will issue the student with a breach slip noting the device. The student will then return to their class promptly. The device can be collected after school – 3.00pm.

A student collecting a personal electronic device from the Student Attendance Officer in the Administration Building will be required to show the breach slip they were issued with earlier in the day.

Personal electronic devices are not to be taken into or used by students in exams or during class assessment.

The sending of text messages or posting of statements or images to websites that contain obscene language and/or threats of violence is considered bullying and/or harassment or even stalking, and will be subject to appropriate disciplinary actions and potentially Police investigation.

Invasion of privacy through the recording of personal conversations or daily activities and/or the further distribution of such material contravenes the Invasion of Privacy Act 1971 and will be referred to the Head of Department Support 4 Students for appropriate action.

**STAFF RESPONSIBILITIES**

If a staff member observes a student using a personal electronic device in an scheduled class learning time whilst at Woree State High School, they are to instruct the student to take the device immediately to the Student Attendance Officer in the Administration Building.

The Student Attendance Officer will:
- Write the student name on a slip and attach to the device
- Issue the student with a breach slip
- Advise the student to collect the device after 3.00pm on the day.
- Record the type and make of the device on the Confiscated Personal Devices Register

If the student refuses to take the device to the Student Attendance Officer in the Administration Building, the class teacher will use the words as per the Student Defiance to a Staff Member Policy.

NB. It is not recommended that staff take the device from the student themselves. This can lead to increased conflict and puts staff member at risk if device is damaged/lost.

**STUDENT ATTENDANCE OFFICER RESPONSIBILITIES**
The Student Attendance Officer will:
- Take the personal electronic device
- Record the item not the Confiscated Personal Devices Register.
- Record the student name on a slip and secure to the device
- Place the device in a safe drawer
- Provide the student with a breach slip
- WILL NOT return a confiscated item without sighting the breach slip

**PARENT/CARER RESPONSIBILITIES**
Parents/carers need to be conscious of the policy that students are only permitted to be using their mobile phones before school, during lunch breaks and after school.
In an emergency situation, parents/carers are requested to contact students via the Main Office school number which is 4081 5222 and students will receive any urgent messages. Parents should also be conscience of the fact that students move from class to class and as such getting a message to a student can take a period of time, as the school does not have telephones in all classrooms.

ADDITIONAL INFORMATION

Recording voice and Images in video footage - Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent. We uphold the value of trust and the right to privacy at Woree State High School. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony.

Students must not record video/social media images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy). Recording of events in class is not permitted unless express consent is provided by the class teacher. A student at school who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, Woree State High School will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or to Woree State High School, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:
- recording;
- disseminating material (through text messaging, display, internet social media uploading etc);
- knowingly being a subject of a recording

Breach of this policy will be subject to disciplinary action (including suspension and recommendation for exclusion.

Students should note that the recording or dissemination of images that are considered indecent, such as nudity or sexual acts involving children, is against the law and if detected by the school will result in a referral to Queensland Police Service.

Text communication The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will subject the sender to discipline and possible referral to Queensland Police Service. Students receiving such text messages at school, should ensure they keep the message as evidence and bring the matter to the attention of the Head of Department Support 4 Students, staff member or School Based Police Officer.

Assumption of cheating Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

Recording Private Conversations and the Invasion of Privacy Act 1971 It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, ‘a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation’. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, view, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

Documentation

a) 2019-2022 Woree State High School Responsible Behaviour Plan for Students
Z:\3_CULTURE THAT PROMOTES LEARNING\3e. Student Support Services System\STUDENT GUIDES_Policy Documents\Personal Electronic Devices\VERSION 3_Personal Electronic Devices\POLICY_V3_Personal Listening Devices.docx
Accept the opportunity of a lifetime at a great Cairns school where “every student counts”